

## **Education Administrator Advertising**

The Kalamazoo Civic Theatre seeks a seasoned, highly motivated individual to join our professional staff to fulfill this part-time, temporary position. The Education Administrator will be responsible to oversee the administration of the Academy of Theatre Arts for approximately 20 hours a week for 8 – 12 weeks in the absence of the Director of Education and Outreach.

Duties will include handling registrations for Academy classes and camps, supervising guest teaching artists, coordinating private lessons, overseeing outreach activities in the community, and acting as the liaison between Civic Youth Theatre parents and the staff and students. In addition to the duties described this position will ensure a safe, well-managed environment for all students.

Applications are taken by mail and email. Please submit a cover letter, resume, and application to: Education Administrator Application ATTN: Kristen Chesak, Managing Director Kalamazoo Civic Theatre, 329 South Park Street, Kalamazoo MI 49007 or by email to: [lmcleod@kazoocivic.com](mailto:lmcleod@kazoocivic.com). Please use 'Education Administrator Application' in the subject line of all emails. The Kalamazoo Civic Theatre is an equal opportunity employer. All applicants will be subject to criminal background check. Position to be filled ASAP; work is scheduled from February through May 2015.